The Governor's Office of Faith-Based and Community Initiatives

MODULE G
INCLUSION REVIEW

Date: **Visit Number: 1   2   3   4   5   6**

Agency (Legal Applicant):

Program Name:

Physical Address:

Mailing Address (if different):

Phone: **Fax:**

E-Mail:

GFBCI Commission Staff Completing Site Visit:

Program Staff Present:

Name: **Title:**

Name: **Title:**

Name: **Title:**

Name: **Title:**

Name: **Title:**

NOTES:

The Governor's Office of Faith-Based and Community Initiatives

I. **Pre-Selection (Member Recruitment and Application)**
For all questions indicate Yes or No and briefly describe and/or attach copies of appropriate documents:

Does the program actively recruit members with disabilities? Yes_____   No_____

During member recruitment, does the program provide outreach to local organizations that provide services to people with disabilities? Yes_____   No_____

If so, name those organizations.

The program has adequate policies and procedures to insure that all potential applicants are advised that the program seeks individuals with disabilities and offers reasonable accommodations. Yes_____   No_____

Briefly describe:

Program considers outreach to people with disabilities when developing recruitment materials, presentations and strategies (e.g., flyers that show people with disabilities serving; logo/graphic that indicates accessibility; TTY or Relay phone number provided; invitation on flyers to request alternate formats or materials already developed in alternate formats; accessible website with instructions for requesting text only or other alternate formats; recruitment presentations made to organizations serving individuals with disabilities). Yes_____   No_____

Briefly describe:

Service descriptions are written so as not to exclude qualified people with disabilities.
Yes_____   No_____

Program staff involved in recruitment can identify the essential functions of all service descriptions. Yes_____   No_____

Briefly describe:

Member application (including version posted on program website):

1.   Includes a nondiscrimination statement that refers to disability:
        Yes_____   No_____

2.   Does not ask information about medical or health status, physical or mental limitations:
        Yes_____   No_____

3.   Communicates affirmatively that program welcomes applicants with disabilities (e.g., states that people with disabilities are encouraged to apply; states that alternate formats are available and how to request them; and/or logos or graphics that are welcoming to people with disabilities):
        Yes_____   No_____

II.   Member Selection

For all questions indicate Yes or No and briefly describe and/or attach copies of appropriate documents

Applicants are offered the opportunity to request reasonable accommodations for interviews (e.g., architectural access, communication access, special assistance with reading or writing, etc.):
Yes_____   No_____

(A question regarding the need for accommodations should be on the interview form and response should be noted for future reference).

Face-to-face interviews are conducted in architecturally accessible locations:
Yes_____   No_____

Interviews, whether face to face or by telephone, focus on the individual's ability to perform essential service functions with or without reasonable accommodations, and do not include questions about the applicant's health or physical condition:
Yes____   No____

The program has procedures in place to insure that disclosure of disability or discussion of reasonable accommodations during the application and interview processes do not affect selection decisions: Yes____   No____

The program has procedures in place for determining whether or not an applicant disclosing a disability can perform essential service functions, with or without a reasonable accommodation: Yes____   No____

The program monitors its success in attracting qualified applicants with disabilities, and seeks continuous improvement in this area: Yes____   No____

III.   Post-Selection

For all questions indicate Yes or No and briefly describe and/or attach copies of appropriate documents.

Program staff can describe procedures for obtaining materials in alternate formats and/or for providing accommodations, e.g.: TTY/TDD or Mass Relay, CART reporters, sign language interpreters, Braille, raised print, audio taped or voice activated technology, wheelchair-equipped transportation, etc.

    __Main program site (pre-1979 w/o renovation, programmatic; post-1979, full)

    __Other service sites (pre-1979 w/o renovation, programmatic; post-1979, full)

The program has a reasonable accommodations policy that conforms with legal requirements and CNCS-recommended effective practices. Policy includes procedures for handling disclosure of disabilities and requests for reasonable accommodations; for identifying reasonable accommodations in partnership with the individual making the request; and for insuring that the program responds to requests for accommodation in a timely manner.

The program insures that supervisory staff members receive appropriate training to support members with disabilities. If yes, please give brief description:
Yes____   No____

Examples : People First Language/Etiquette for interacting with people with disabilities.

Program's reasonable accommodations policy (including member rights and responsibilities regarding disclosure and requesting accommodation, the process for making such requests, and the program's time frame for responding) is communicated to all members at the beginning of their term of service in the following ways:

___orally (e.g., orientation or initial member meetings);

___in writing (e.g., in member contract or a separate document provided to members).

Information about medical or physical/mental conditions, including discussion of disabilities and reasonable accommodations, is kept locked and separate from other employee or member information; and information about disability status or accommodations is provided to others (e.g. program staff, service partner supervisors, etc.) only on a "need to know" basis.

Member trainings, meetings, service projects and other gatherings are held in accessible locations.
Yes____   No____

Staff members are aware of technical assistance resources available for help with recruiting and supporting individuals with disabilities as AmeriCorps members, and use these resources appropriately.   Please specify some resources they use:

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Attachment 1 – Module G
Physical Observation of Main Program Site and Service Site

Date Physical Observation Conducted:

Indicate
Main Program Site:

Service Site:

1. Is there architectural access (e.g., for wheelchairs or others with mobility limitations?)

Main Site	Service Site	
		Doors wide enough for wheelchair, walker, etc. (at least 32 inches clear opening)
		Ramps for entry to building, or absence of stairs for at least one entrance to building; - *Smooth path to get to building or ramp* - *handrails that extend 12" beyond top & bottom of ramp or stairs;* - *ramp no more than 30" rise between landings, with 5 foot level landing every 30 feet & at top & bottom*
		If there are stairs, is there a working elevator or lift? Is the elevator in a location appropriate for the general public (i.e., not a service elevator)?
		Handicapped-accessible parking space(s), and/or space(s) with 8 foot wide, marked access aisles
		At least one bathroom accessible to someone using a wheelchair – e.g., door, stall width; toilet height & access to t.p.; sinks & towels or dryers at height, appropriate to wheelchair access; and door that can be entered with a wheelchair (at least 32" clear opening) Water fountains wheelchair accessible?
		Door handles (including bathrooms) that can be operated with a closed fist, laced at heights that can be accessed from a wheelchair and operable without too much force
		Emergency exit system includes visual as well as sound alerts; there is a plan for helping people with wheelchairs or mobility limitations exit from building
		All objects protruding more than 4 inches into circulation paths, inside & outside the building, can be detected by a person using a cane

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2. If there is not full architectural access, was building constructed before or after 1979? Have there been any major renovations since 1979? *If there have been renovations, law requires full architectural access.*

    If before 1979, how does program provide "programmatic access"? (i.e., allow people to participate in all program activities with full inclusion even if building is not fully accessible). *If after 1979, law requires full architectural access.*

3. Where are interviews conducted? Does space meet requirements for architectural access?

4. Where is member training conducted? Does space meet requirements for architectural access?

5. If program site(s) are not accessible, what steps has the program taken to remedy the situation for the future?

    (Note: if appropriate, make program staff aware that use of AmeriCorps members constitutes use of federal funds, and makes sites responsible for compliance with Section 504 of the Rehab Act?)